**Job Title: Administrative Assistant**

**Updated: July 12, 2011**

**Job Closing: July 22, 2011**

**Reports to: School Principal**

**Location: Stanton Elementary School**

**Summary**

Perform secretarial and administrative duties for the principal. Duties include answer and route calls, receive and greet visitors, maintain records, manage deliveries, work closely with budgets alongside the principal, run reports, and other duties as assigned by site.

**Essential Duties and Responsibilities**

* Greet students/visitors; ascertain nature of business; provide needed service or directs students/visitors to appropriate destination.
* Answer telephone and provide information to callers or route calls to appropriate destination; practice appropriate telephone etiquette.
* Schedule meetings, appointments and building use
* Administer student medications adhering to district/state procedures
* Enroll/withdraw students on student system
* Perform data entry on student system (SILK)
* Type correspondence/newsletters/forms/memos
* Process purchase orders/warehouse orders and restricted checks
* Maintain ongoing office supplies, textbook and materials inventory
* Maintain confidentiality with respect to all job-related information.
* Maintain a safe, clean, and orderly office area.
* Assist with school wide budgets, grants and grade level budgets.

**Additional Responsibilities**

* May need to communicate with parents regarding school functions.
* May process employee reports for payroll.
* Provide first aid as needed.
* Maintain petty cash.
* Update accounts for individual classrooms and collect monies.
* May supervise, train and/or guide the work of student aids and other office personnel.
* Assist in implementation of required fire drills and other emergency procedures.
* Assist with projects as needed.
* Perform other duties as assigned.

**Education and Experience**

High school education plus minimum three years of experience as an office

Preferable if candidate has post-secondary training in secretarial field.

**Required Knowledge, Skills and Abilities**

Be well versed in Microsoft Office suite applications, especially Word and Excel

Good communication skills with adults and children.

Organizational, time management and multi-tasking skills are a must

Team player

Flexibility

Willingness to continue learning new software applications

Be comfortable with technology

Knowledge of district policies and procedures

CPR and First Aid Certified

Judgment and decision making skills to prioritize and act quickly

Lifting will be limited to no more than thirty pound boxes of paper